

Texas Historical Commission Job Vacancy Notice

Position Title: Project Design Assistant (Texas Main Street Program)
Classification Title: Project Design Assistant
Job Posting Number: 19-35
Salary: \$3,700.00-\$4,300.00/monthly
Salary Group/Class#: B17/2255
FLSA: Exempt
Opening Date: 02/27/2019
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40 hours
Work Location Address: 1304 Colorado, Austin, Texas 78701

JOB OBJECTIVE: This position serves on the design team of the Texas Main Street Program (TMSP) and its affiliated Town Square Initiative (TSI), concentrating on the revitalization of historic downtowns across the state. Work involves developing preservation-based resources and providing technical assistance in an office and field setting primarily within Texas' 89 designated Main Street districts. Self-starting; works under general supervision and direction of the Texas Main Street Program state coordinator and licensed Main Street/Town Square architect. Occasional travel required, averaging one night per month with some ability to control the travel schedule.

ESSENTIAL DUTIES:

Develops preservation-based resources and provides technical assistance to local stakeholders related to the revitalization of historic downtowns in Texas

1. Works both independently and collaboratively with the TMSP/TSI team to compose written/graphic recommendations, reports and technical assistance materials in conformance with *The Secretary of the Interior's Standards*. May include, but is not limited to, collaboration on feasibility studies, downtown plans, and mapping applications.
2. Undertake site visits and preservation consultations, discussing the scope and findings with local stakeholders that may include building owners, Main Street Managers, and the Main Street architect before and after any visits. May include development of technical reports resulting from the consultations.
3. Utilize computer and graphic resources to effectively and efficiently convey preservation concepts and/or solutions.
4. Utilize recommendations and reports to demonstrate the desirability and feasibility of preservation outcomes, and as a tool for community development and preservation.
5. Provides administration, maintenance, and development of DowntownTX.org, a real estate and building inventory tool for historic Texas downtowns.
6. Receive, review, and maintain files of materials and prepare the appropriate reports.
7. Develop, maintain, and improve resource documents and the TMSP Online Resource Library.
8. Development of the technical library and images as an in-house design resource.
9. Assist in the preparation of public presentations and may occasionally train others.
10. Communicate preservation and design concepts, Texas Historical Commission procedures and Main Street methods.
11. Participate in manager training sessions.
12. Exhibit enthusiasm and passion for community development and historic preservation principles encouraging a high standard of excellence in Main Street communities.
13. Take initiative to coach others and share expertise.
14. Maintain effective and productive relationships with Main Street Managers and members of the TSMP/TSI team.

15. May assist and collaborate with the architect and other staff on Main Street Resource Teams for newly designated programs.
16. Exhibits knowledge of preservation and associated techniques, and trends for their potential ramifications on Main Street communities and stakeholders.
17. Adhere to established work schedule with regular attendance.
18. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

19. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited college or university with a historic preservation degree; pre-professional or professional architecture, interior design, urban design degree; or a closely related field;
- Experience in Adobe Photoshop™, Illustrator™ and/or SketchUp™;
- Spatial design ability;
- Communication and technical writing skills; (writing samples will be required if interviewed);
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 5% of the work period.

PREFER:

- Specialization, degree or experience in historic preservation;
- Free-hand drawing capabilities;
- Graphic design expertise;
- Experience in professional design work, including but not limited to architecture, interior design, and urban design; and
- Experience with, or a passion for, 2D/3D design.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in historic preservation and/or architectural and spatial design along with graphic presentation skills;
- Knowledge of the Secretary of the Interior's Standards and skill with interpreting the Standards;
- Knowledge or experience related to sustainable design or LEED is beneficial;
- Knowledge of preservation and/or architectural principles, techniques and procedures;
- Knowledge of historic materials and construction techniques;
- Excellent verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Skill in the use of standard tools of the profession;
- Skill in providing customer service excellence to both internal and external customers;
- Ability to research facts and analyze a situation before reaching decisions;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER